

## Terms of Reference for the position of 'IT cum Monitoring & Evaluation Specialist'

### Qualifications

- Bachelor 's degree in Engineering from a UGC/ AICTE recognized university/ institution.
- Master's degree or equivalent in Project Management from a UGC/ AICTE recognized university/ institution.
- Additional certifications related to project management will be an added advantage.

### Experience

- Minimum of 8 years of experience in monitoring large-scale infrastructure projects.
- Additional experience related to project management will be an added advantage.
- Experience in External Aided Project will be advantageous.

### Skills and Competencies

- Comprehensive knowledge of project planning, procurement, monitoring, and management.
- Proven ability to establish and maintain effective working relationships with government agencies.
- Proficiency in data and deliverables management.
- Strong team management skills.
- Excellent analytical, presentation, and communication skills.

### Role and Responsibilities

- Assist in managing, monitoring, supervising, and expediting the progress of individual projects.
- Review technical study/survey reports prepared by consultants, monitor compliance with project objectives.
- Assist in preparing and reviewing information dashboards and brief monthly progress reports.
- Highlight existing or perceived issues requiring resolution for successful and timely project completion.
- Participate in the review and evaluation of technical proposals submitted by consultants.
- Perform any other duties as assigned to ensure the efficient and smooth execution of the project.

### Working IT Knowledge

- **Project Monitoring Tools:** Advanced knowledge of Primavera P6 and MS Project for effective project management.
- **Data Management:** Proficiency in handling large datasets using Microsoft Excel, including data analysis and reporting.
- **Documentation and Reporting:** Expertise in preparing detailed documentation, reports, and presentations.
- **Other Tools:** Familiarity with collaborative platforms such as SharePoint or similar for document management.
- **Adaptability:** Ability to quickly learn and adapt to IT tools or platforms, including web-based applications.

based and mobile applications as required by the project.

- **IT Improvement Suggestions:** Propose potential upgrades and coordinate with intern

### **Integrity**

- Must have an unblemished service record.

### **Remuneration:**

The monthly fixed remuneration will be upto Rs. 1,00,000 per month or 30% hike on the existing remuneration whichever is less.

### **Period of Service:**

The contract period would be upto one year subject to the extension of the project and subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.